

Business Employment Skills Team, Inc.
Human Resource Committee Meeting Minutes
October 22, 2018

The BEST, Inc. HR Committee Meeting was called to order at 5:10 p.m. by Chair Kathy Enbom

MEMBERS PRESENT: Wayne Reising, James Duffy, Kevin Reibel

OTHERS PRESENT: Pam Furlan, Jo Ann Johnson, Carrie Folken

Approval of Meeting Minutes

Wayne Reising motioned to approve the August 27, 2018 Meeting Minutes. Motion was seconded by Kevin Reibel and carried.

Business Meeting

Employee Health Insurance Renewal

Jo Ann informed members that the renewal rates with United Health Care for employee health insurance resulted in a 16% increase. Jo Ann presented information to change the plan by increasing the deductible and offering a Health Savings Account (HSA) for staff members. She also reminded members that for the past few years, members had discussed putting some of the responsibility on the staff members and suggested that staff contribute towards the premium. Members discussed the various options that were presented. After discussion, Wayne Reising motioned to recommend to the BEST, Inc. Board that BEST, Inc. continue with the same plan under United Health Care and implement a contribution by employees of \$40.00 per month for the employee premium effective January 1, 2019. Motion was seconded by Kevin Reibel and carried. Jim Duffy confirmed that staff would contribute \$40.00 per month or \$20.00 per pay check. He noted that when 3 pay checks are issued, the \$20.00 would not be deducted from the third pay check. Members agreed.

Paid Hours Off

Jo Ann told members that currently staff accrue Paid Hours Off from January – December. It is recommended to change the accrual period from July – June to coincide with the Program Year. She said that this change would be effective January 1, 2019 and that there are no other changes to the PHO Policy. Jim Duffy motioned to recommend to the BEST, Inc. Board that the accrual period for Paid Hours Office be changed to coincide with the Program Year of July – June. Motion was seconded by Wayne Reising and carried.

Executive Session

Jim Duffy motioned to convene in Executive Session for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity under Section (5 ILCS 120/2 (c) 1 –). Motion was seconded by Wayne Reising. Roll Call vote was taken: Wayne Reising, James Duffy, Kevin Reibel.

It was motioned and seconded to reconvene general session (6:20 p.m.).

Jim Duffy motioned to open the August 27, 2018 HR Committee Executive Session Meeting Minutes. Motion was seconded by Wayne Reising and carried.

Kathy noted that during Executive Session members discussed the Performance Evaluation and Contract renewal for Pam Furlan. The discussion will be shared during the BEST, Inc. Board of Directors Executive Session at the meeting following the HR Committee meeting.

Other Business

Members of the HR Committee conducted an informal interview with CFO Candidate, Michael Jordan.

Public Comments

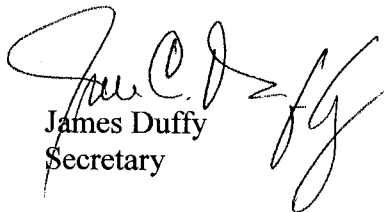
None

Adjournment

With there being no further business, Jim Duffy motioned to adjourn. Motion was seconded by Wayne Reising and carried. Meeting adjourned at 6:23 p.m.

Jo Ann Johnson

Approved by:


James Duffy
Secretary